

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DATA MANAGER – I EC STUDENT INFORMATION EXCEPTIONAL CHILDREN SERVICES

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of technical, administrative, and computer support functions for North Carolina Comprehensive Exceptional Children Accountability System (CECAS). Work involves utilizing specialized computer-driven file maintenance, word processing and spreadsheet programs. Work also involves coordination between North Carolina Department of Public Instructions (DPI), the district and schools, ensuring the district's compliance with reporting requirements related to student information. Employee also facilitates training sessions periodically, and gives assistance to school-based personnel in the use of CECAS. Work also includes reviewing forms and handwritten information and entering data into the proper computer files, often utilizing specialized codes and abbreviations; updating files on a daily basis; and printing and preparing daily reports. Employee is responsible for troubleshooting errors or other operational problems with computers and peripheral equipment; and also performs a large variety of clerical, secretarial and administrative duties involving interaction with other departments. Employee reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as a Lead Contact for CECAS Web-Base Application for GCS.

Assists with ensuring district's program is consistent with state mandated criteria.

Coordinates and facilitates training for CECAS Application.

Uses specialized reporting software to produce district level reports.

Assists school-based personnel in implementing standards and operating procedures established for management of student data.

Prepares and maintains a variety of computer databases pertaining to student records, activities and demographic information.

Prepares and maintains records of exceptional students being served by schools.

DATA MANAGER I – EC STUDENT INFORMATION

Assists in providing instruction and disseminating information to EC Staff and other school administrators regarding student information requirements for the operation of the student accountability system.

Collects data from individual school sites, consolidates and creates summary databases/reports on the central computer system or personal computer.

Uses common software packages (word processing, spreadsheet) to produce additional reports.

Provides first-level support to all school-based personnel in the use of the computerized student accountability system, handles complex system errors or malfunctions, and provides expertise in non-routine situations.

Provides assistance in all areas of student information such as receiving data entry request and determines appropriate procedures to obtain input/output result for databases.

Troubleshoots operational and software problems, determines cause of error or stoppage, applies corrective techniques in cases where the problem is software related or refers problem to technical support staff.

Answers telephone, provides immediate assistance if possible, refers call to appropriate person or researches solution.

Assists in establishing and enforcing standards, policies and procedures for the student information management system.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by specialized course work in the area of technology, and 3 to 5 years of experience in the use of computer-driven word processing, spreadsheet and file maintenance programs ; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and tools including computers, scanners, typewriters, computer software, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to the amount of time spent standing and /walking, physical requirements are consistent with those for Light Work.

DATA MANAGER I – EC STUDENT INFORMATION

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, technical manuals, reports, forms, lists, etc. Requires the ability to prepare reports, forms, instructions, etc. using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer and personnel terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

DATA MANAGER I – EC STUDENT INFORMATION

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the Exceptional Children Accountability System used by the school system, operating procedures, related components, capabilities, limitations and system requirements.

Considerable knowledge of DPI standards, student accounting procedures and regulations, and state and local requirements as they apply to student information. Considerable knowledge of other student information software packages.

Working knowledge of data maintained in student data warehouse and specialized reporting software.

Working knowledge of software and other common computer operating systems.

Working knowledge of networking concepts.

Ability to systematically determine the source of computer problems and take action.

Ability to train users on the use of available hardware and software.

Ability to translate user requirements into effective program designs and reports.

Ability to evaluate software applications and to make recommendations.

Ability to develop clear, effective instructions for users.

Ability to design, develop and schedule processing to ensure efficient use of equipment.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.